

PROCUREMENT SUMMARY

A. CONTRACT INFORMATION												
BU # - Purchase Order/Contract #:	POC #:	Solicitation #:	Purchase Estimate #:									
Transaction Description:												
Acquisition Classification: Goods <input type="checkbox"/> IT <input type="checkbox"/> Non-IT		Fiscal Year: /										
Services <input type="checkbox"/> IT <input type="checkbox"/> Non-IT		Federal Funding? <input type="checkbox"/> Yes <input type="checkbox"/> No										
Department Name:			Billing Code:									
Supplier Name & Address:												
Supplier is a Certified SB? <input type="checkbox"/>												
Supplier is a Certified DVBE? <input type="checkbox"/>												
B. TOTAL PRICE SUMMARY												
Proposed Price (Purchase Estimate):	Evaluated Bid Price:	Contract Amount (PO Award Amount):										
If contract amount exceeds Purchase Estimate amount, has originating Department authorized additional funds required (Std. 96)? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A												
C. PRICE OR COST ANALYSIS												
1. <input type="checkbox"/> Adequate Price Competition (at least two responsible bidders submitting independent responsive bids) Was the award made to the lowest evaluated price? <input type="checkbox"/> Yes <input type="checkbox"/> No												
2. <input type="checkbox"/> Established Catalog/Market Price of commercial item sold in substantial quantities to the general public <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <u>Name of Catalog/Publication</u> <u>Page #.</u> <u>Date:</u> </div>												
3. <input type="checkbox"/> Controlled Pricing (Set by law or regulation, competitively bid master or statewide contracts, etc.)												
4. <input type="checkbox"/> Historical Pricing (Same/similar item purchased within 12-18 months with less than 15% increase in cost.)												
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 33%;"><u>Historical</u></th> <th style="text-align: left; width: 33%;"><u>Historical</u></th> <th style="text-align: left; width: 33%;"><u>Current</u></th> </tr> <tr> <th style="text-align: left;"><u>Contract/Order #</u></th> <th style="text-align: left;"><u>Award Date</u></th> <th style="text-align: left;"><u>Quantity / Unit Price</u></th> </tr> </thead> <tbody> <tr> <td style="height: 40px;"></td> <td></td> <td></td> </tr> </tbody> </table>				<u>Historical</u>	<u>Historical</u>	<u>Current</u>	<u>Contract/Order #</u>	<u>Award Date</u>	<u>Quantity / Unit Price</u>			
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5. <input type="checkbox"/> In-House Estimate (Provide basis of estimate in Section H)												
6. <input type="checkbox"/> Cost Estimating Relationships (CERs) (yardstick/parametric) (Explain in Section H)												
7. <input type="checkbox"/> Value Analysis (Explain analysis in Section H)												
8. <input type="checkbox"/> Visual Analysis (Explain analysis in Section H)												
<input type="checkbox"/> Review of available drawings, specifications, etc By: _____ <div style="text-align: right; margin-right: 50px;">Name/Date</div>												
9. <input type="checkbox"/> Cost/Benefit Analysis (Use Section H for narrative & attach spreadsheet)												
10. <input type="checkbox"/> If contract type is other than Firm Fixed Price, indicate Contract Type: _____												
Based on the information contained herein, the awarded price on this Procurement Transaction is:												
Fair and reasonable <input type="checkbox"/> Best obtainable <input type="checkbox"/> or "Other" (See Section H) <input type="checkbox"/>												
Signature of Buyer			Date									
Department			Unit									

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D. SOLICITATION AND SUPPLIER SELECTION

1. Solicitation Type: (Use drop down menu) RFQ #: _____ Released: _____ Due: _____ ☐ SB Option
NCB #: _____ Approval Date: _____ ☐ DVBE Option

2. Supplier Outreach: ☐ FI\$Cal # of Suppliers Viewed: _____ # of Responses: _____
☐ Std. 821 Approval Date: _____
☐ RFI # of Suppliers Viewed: _____ # of Responses: _____
☐ Other Description: _____

3. Solicitation Addenda: ☐ No ☐ Yes Number of Addenda: _____

Additional Comments:

E. BID EVALUATION (Responsiveness/Responsibility, Rejections, Subcontractors)

1. No. of Responding Bidders: _____ No. of Certified Small Business Bidders Responding: _____
See Attached Spreadsheet for Names of Responding Bidders: ☐

2. Lower Priced Bidders Rejected (For low bid evaluations only) Admin ☐ Technical ☐
☐ No ☐ Yes How Many? _____ (If yes, see attached rejection form for detail)

3. Subcontractors Used: (Awarded bidder only) ☐ Yes ☐ No

List ALL Subcontractors Identified on Bidder Declaration Form of Awarded Bidder				
Sub Name:		SB <input type="checkbox"/>	DVBE <input type="checkbox"/>	
		SB <input type="checkbox"/>	DVBE <input type="checkbox"/>	% \$
		SB <input type="checkbox"/>	DVBE <input type="checkbox"/>	% \$
		SB <input type="checkbox"/>	DVBE <input type="checkbox"/>	% \$
		SB <input type="checkbox"/>	DVBE <input type="checkbox"/>	% \$
		SB <input type="checkbox"/>	DVBE <input type="checkbox"/>	% \$

4. Commercially Useful Function Verification Actions and Conclusions (If applicable):

5. Contract Value Evaluation Model, Extension Period, Escalation, Options, etc. (If applicable):

Additional Comments:

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[illegible]

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H. NARRATIVE / REMARKS / ADDITIONAL INFORMATION

Additional Information: